



ASNUNTUCK COMMUNITY COLLEGE

170 Elm Street Enfield, CT 06082

860.253.3180

Fax 860.253.3069

Office of Human Resources

POSITION: Dean of Academic Affairs,
12 Month, Full-Time (40 hours per week) Management Position

**ANTICIPATED
STARTING DATE:** December, 2014

**MINIMUM
QUALIFICATIONS:** The successful candidate will have a minimum of a relevant master's degree, six years of experience in higher education, including teaching, and three years of supervisory experience. Academic strategic planning experience, as well as hands on experience with articulation agreements and the accreditation process is desired. Proven abilities in curriculum planning and program development, as well as the ability to identify opportunities for the integration of technology into the learning process is required. Experience with developing and enhancing high school/community college educational partnerships (dual enrollment, concurrent enrollment, college career pathways). The college is seeking candidates who demonstrate understanding and commitment to the comprehensive community college and have demonstrated success in addressing developmental education issues. A demonstrated commitment to diversity is essential. Administrative skills in budgeting and grant oversight are required. The College is seeking candidates who are energetic and imaginative with highly developed communication and interpersonal skills.

Applicants who do not meet the minimum requirements are encouraged to apply, stating in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions may be made for compelling reasons.

PREFERRED College level teaching experience and Doctoral Degree are highly desirable.

**QUALIFICATIONS:
RESPONSIBILITIES:** The Dean of Academic Affairs is the Chief Academic Officer for the institution serving at a management level under the general direction and guidance of the president. This position provides leadership and direction to faculty (full and part-time), the Library, the Academic Skills Center, academic programs and the development of new programs, and is responsible for all aspects of faculty and classroom evaluations, assessments and processes. The Dean of Academic Affairs is responsible for the continuing evaluation of the College's offerings and the elimination and/or addition of programming in response to the needs of the College's service area. This position directs, encourages and supports the development of a variety of teaching and learning techniques used by faculty and learning support staff providing students with an optimal learning experience. The coordination of academic scheduling, faculty assignments, approval of course outlines, learning practices and assessment are within the purview of this position. The successful candidate will be a collaborating team member of the College's Cabinet, assisting with the leadership and management of the College. A critical role will be to encourage and support the development of a variety of teaching and learning techniques, including use of educational technology by faculty and learning support staff.

MINIMUM SALARY: \$106,816 approximate annual, including a full State of Connecticut benefit package.

TO APPLY: Submit letter of interest, resume, Board Application (found at www.asnuntuck.edu – Employment tab) and the names of three references to:

Asnuntuck Community College
Human Resources – **JOB CODE:**Dean
170 Elm Street, Enfield, CT 06082
Email: AS-AcademicAffairs-HR@asnuntuck.edu
Fax: (860) 253-3069

**APPLICATION
DEADLINE:** **Application materials must be received on or before November 5, 2014**

**ASNUNTUCK COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F.
PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Cheryl Cyr, Title IX Coordinator, ccyr@asnuntuck.edu (860) 253-3045, and Maki McHenry, Section 504/ADA Coordinator, mmchenry@asnuntuck.edu (869) 253-3021, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

An Equal Opportunity Employer



www.asnuntuck.edu

A Connecticut Community College